

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– February 22, 2017

The regular meeting of the Housing Authority of the City of Ansonia was called to order at **6:05 PM** on **February 25, 2017** by Chairman, James Prestiano at the main office located at 36 Main Street Ansonia, CT

Pledge of Allegiance.

Roll Call by Executive Director Robert Henderson: James Prestiano –Chairman, Wilson Lopez – Vice Chairman, Dan King– Commissioner, Samuel Levey -Commissioner.

Additions, deletions or corrections to the agenda as presented. None.

Approval of the minutes of the regular meeting of the AHA of January 25, 2017.

Chairman James Prestiano asked for questions on the minutes. Hearing none motion was made.

- **Motion to approve the minutes of the regular meeting of the AHA of January 25, 2017.**

Motion by Commissioner, Dan King. **Second** by Commissioner, Samuel Levey. **All in Favor.** Motion passes unanimously.

Public Session:

Chairman James Prestiano opened the public session.

Mr. Prestiano asked three times if anyone from the public wishes to address the Ansonia Housing Authority Board of Commissioners. Hearing none the public session was closed.

Review of Financial Statements:

A detailed financial statement was explained to the Board by Executive Director, Robert Henderson.

Revenues from operations for the one-month period ended January 31, 2017 were \$167,608 as compared to budgeted revenues of \$203,159 for the same period which is a 17.50% negative variance. The basis for this variance was that grant income (CFP, ROSS, FSS) normally recognized month-to-month was recognized through an accrual at 12/31/16.

Total expenses for the same period were \$194,386 as compared to budgeted operating expenses of \$199,527 which is a 2.58% positive variance. All major expense categories were under budget except for maintenance labor overage and general expenses.

The results from operating activities at 1/31/17 provided for an agency-wide net loss of \$26,778 below the agency-wide budgeted net income of \$3,632 for the same one-month period.

Housing Authority of the City of Ansonia

Meeting Minutes

Wednesday– February 22, 2017

Mr. Henderson noted that one of the maintenance employees retired December 31, 2016. That should bring the agency more in line as to where it should be financially with only two maintenance employees.

Chairman Prestiano questioned Mr. Henderson regarding the grant income and how it was recognized. Mr. Henderson explained that the grants run on a calendar year. The ROSS and FSS grants are for salaries of Vicky Clifford and Lucy Dripchak who run the two programs. The CFP is the Capital Fund Program where all major projects are funded from.

No one had any other questions for Director Henderson concerning the financials.

Monthly Reports:

Executive Director, Robert Henderson presented his monthly Director's Report for February 2017:

Mr. Henderson stated that he attends the Mayor's Cabinet Meeting which is held twice a month. Nothing new to report. The only thing discussed is the progress of the demolition of Riverside.

Mr. Henderson reported that there was a phone conference with Patrick Fry from NHP on January 30, 2017. The discussion was about getting back on track, how to move forward with the development of the Riverside Complex. A few obstacles are the 500-year flood plain, the 9% tax credit and the need for other funding. At this point the agency is considering other options for this project. There is a phone conference scheduled for Tuesday, February 28th with Jennifer Gottlieb Elazhari from the Hartford Field Office to explain the current situation.

Simplex Grinnell conducted their annual fire alarm inspections. They found a couple of small issues that they will be out to repair but overall the system is working as it was designed to.

Mr. Henderson informed every one of the resignation of Board Chairman, Ed Norman as of February 1, 2017.

Executive Director Henderson reported that he and Mr. Norman along with the Mayor of the City of Ansonia received a letter from Jennifer Gottlieb Elazhari from the U.S. Department of Housing and Urban Development, Hartford Field Office. The letter is in regards to the land where the former Tinney Community Center stood. The City expressed interest in putting the Police Station there. The letter from HUD explained in detail what the City must do to get approval from HUD. The decision is not up to the Housing Authority it must meet all HUD's criteria. By no means was this letter a denial from HUD, it was just informing the City as to what they need to do to comply.

Since receiving this letter Mr. Henderson stated that he has not heard from the City. He is unsure if they are still interested in the site or if they are looking elsewhere.

Mr. Henderson explained that in the Board packet there is a final report for the Monsignor Hynes Roof project. Included in the report are specs, drawings, pictures of the interior ceiling and Payne Environmental asbestos findings.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– February 22, 2017

As soon as Silver Petrucelli releases the final technical drawings it will go out to bid.

Mr. Henderson stated that at this time he has nothing official from the labor attorney Bill Ryan regarding the Tentative Agreement. The Union did approve the agreement and as soon as he receives it from Bill Ryan he will have a special meeting for the Boards approval. The current contract is over a year and a half out of date.

Executive Director Henderson explained that the agency is required to submit to HUD a SEMAP certification of the Section 8 Program. Mr. Henderson reported that he electronically submitted the report. He is required to send a hard copy once the resolution is approved and then must be signed by the Board Chairman. Mr. Henderson does not anticipate that the agency will be a troubled agency but a high standard.

Mr. Henderson reported to the Board that in the past there have been incidences where Ansonia Police assistance was required, especially with the elderly/disabled and the Police assistance was average at best. It was said by the Police Department that the agency will need to solve the crimes themselves then call for assistance. Executive Director Henderson is going to issue an RFP to hire a part time security guard.

Chairman Prestiano questioned if he and Mr. Henderson should meet with Chief Hale. Mr. Henderson replied at this point he spoke with all levels of management within the Police Department and spoke of his displeasure in their response time and their attitudes and nothing has changed. He is however, willing to try again but he truly feels the best thing would be is to hire a security guard.

Commissioner King inquired if anyone from the agency spoke with the Police Commissioners. Mr. Henderson replied he has not spoken to the Commissioners, he always went through the Police Chief. Mr. King suggested if nothing is done then go to the Public Meeting or the Board of Alderman Meeting until someone listens or does something about it.

The Executive Directors report for February 22, 2017
will be placed on file at the City of Ansonia Housing Authority Office.

Housing Operations, Tanya Guagenti presented her monthly report:

Ms. Guagenti reported on the following AHA sites:

John J. Stevens- 75 Central Street:

There was a total of 25 work orders issued with a total of 24 complete. There is one vacancy at this property. It should be leased up for March 1, 2017.

Chairman Prestiano inquired as to how long this was vacant for. Ms. Guagenti replied 21 days.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– February 22, 2017

Monsignor Hynes Apartments- 70 Woodlawn Avenue:

There was a total of 38 work orders issued with a total of 28 complete.

James J. O'Donnell Apartments- 63 Woodlawn Avenue:

There was a total of 20 work orders issued with a total of 19 complete. There is one vacancy at this property. This apartment should be leased up for March 1, 2017.

Ms. Guagenti stated that the recertification's have begun. There is only approximately fifteen tenants left that will be finished up next week.

Compliance Coordinator, Carol Mobilio, presented her report:

Ms. Mobilio reported that all the HUD reports have been prepared and submitted through the end of February and that includes the annual unaudited financial reports.

Also, included in the Board packet is a power point presentation on the Housing Choice Voucher Program. Ms. Mobilio thought this would be helpful for new Commissioners who are not familiar with the program. One of the agency's landlords is a real-estate agent and a member of the Valley Association of Realtors, they have a lunch and learn program and asked if Ms. Mobilio can be a guest speaker and present this report at their meeting.

Commissioner Lopez questioned how does this program make money? Ms. Mobilio responded that the agency is the administrator for the program. The agency receives administrator fees to administer the program. This is based on the number of vouchers the agency has. The funding comes from the Department of HUD. There is a waiting list and when that list is open, applicants can apply to be assisted. The agency basically assists low income families, elderly and disabled families. The subsidy payments that are made are made directly to the landlords. When an applicant's name comes up from the waiting list they are issued a voucher. The amount of the subsidy is based on the family composition and the family income. The agency receives a substantial amount of money from HUD to administer the program.

Ross Grant Coordinator, Vicky Clifford, presented her monthly report:

Ms. Clifford stated that all residents now have their parking stickers. She is monitoring the properties and so far, all is going well.

Ms. Clifford reported that she has been helping new tenants get established and adjusting to living in the developments. She also, has been helping the elderly that have returned to their apartments from nursing homes after rehabilitation. There are not many services offered or they do not want to comply with the information that different agencies require to assist them so Ms. Clifford helps.

Ms. Clifford has monthly tenant meetings and supplies the residents with the information she included in the Board Packet.

Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– February 22, 2017

Vice Chairman Prestiano inquired if other Housing Authorities have security personnel. Mr. Henderson replied usually only the larger authorities. Executive Director Henderson would like to be proactive and hire a security officer sooner rather than later. Mr. Prestiano agreed with him.

Commissioner King questioned if the complaints are just nuisances or are they criminal actions. Mr. Henderson replied it is more serious. He has been working with Attorney Sheehy getting these certain individuals in court and sending pre-termination/eviction notices out, spending a great deal of time and resources. Mr. Henderson has personally witnessed drug transactions along with assaults in the developments. If a tenant violates policies and procedures that are in place, then they will be taken to court.

Commissioner Lopez asked if this position, security officer would be out sourced or if it will be an in-house position. Mr. Henderson stated that he would like to have someone from a reputable agency that is bonded. Commissioner King is concerned and would want to be assured if the security officer calls the Police they will respond. Executive Director Henderson would like to issue a RFP as soon as next week.

Commissioner Sam Levey stated there is a tenant in his building that needs handicap parking. Ms. Clifford replied she know the tenant and the car is registered in her daughter's name, there are other residents who also need handicap parking and their cars are registered in their own name and she cannot do anything for them either. Ms. Clifford responded she must stick with the policy and be fair to everyone.

Report of Committees. None.

*All reports presented will be on file with the filing of the minutes of the Ansonia Housing Authority for
February 22, 2017.

Unfinished Business: None.

New Business:

Chairman, James Prestiano presented the following resolutions to the commissioners:

Housing Authority of the City of Ansonia

Resolution 2017-02

**RESOLUTION AUTHORIZING THE SUBMISSION OF THE FISCAL YEAR 2016
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”)
CERTIFICATION BY THE HOUSING AUTHORITY OF THE CITY OF ANSONIA**

**Housing Authority of the City of Ansonia
Meeting Minutes
Wednesday– February 22, 2017**

~~~~~  
**Housing Authority of the City of Ansonia**

**Resolution 2017-03**

**RESOLUTION AUTHORIZING THE RATIFICATION OF RESOLUTION 2016-08  
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF ANSONIA AND  
STANDARD DEMOLITION SERVICES, INC. FOR THE DEMOLITION OF PHASE II  
NORTHSIDE, RIVERSIDE APARTMENTS, 106-165 OLSON DRIVE, BUILDINGS 8, 9,  
10, 11, BOILER ROOM, AND TINNEY COMMUNITY CENTER FROM JANUARY 28,  
2017 TO APRIL 7, 2017 IN AN AMOUNT NOT TO EXCEED AN ADDITIONAL  
\$27,725.22 AND TO INCREASE THE AMOUNT OF THE CONTRACT TO  
\$1,052,075.22.**

**WHEREAS**, the Housing Authority of the City of Ansonia (AHA) has determined it is in its best interests to redevelop the Riverside Apartments; and

**WHEREAS**, AHA applied for and received demolition approval from HUD for Riverside Apartments, Northside, Apartments 106-165 Olson Drive, Tinney Community Center, and Boiler Room; and

**WHEREAS**, AHA undertook the relocation of all residents from the Northside location; and

**WHEREAS**, AHA publicly advertised Solicitation AHA-IFB-2013-05 for the Demolition of Northside, Riverside Apartments, 106-165 Olson Drive, Tinney Center and Boiler Room Ansonia; and

**WHEREAS**, nine (9) responses were received prior to the Solicitation deadline of Monday, May 16, 2016; and

**WHEREAS**, after descoping the work proposed by the lowest respondent, it was determined that Standard Demolition Services, Inc., was the lowest responsive and responsible bidder; and

**WHEREAS**, Resolution 2016-08 authorized a Contract between AHA and Standard Demolition Services for the Demolition of Phase II Northside, Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney Community Center from August 1, 2016 to January 28, 2017 in an amount not to exceed \$1,024,350.00; and

**WHEREAS**, on February 10, 2017 a Change Order was submitted from Standard Demolition Services for additional asbestos removal located in the foundation of the Tinney Community Center in an amount not to exceed an additional \$27,725.22.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ANSONIA THAT:**

**Housing Authority of the City of Ansonia**  
**Meeting Minutes**  
**Wednesday– February 22, 2017**

1. The Executive Director is hereby authorized to ratify Resolution 2016-08 between AHA and Standard Demolition Services, Inc. for the Demolition of Phase II Northside Riverside Apartments, 106-165 Olson Drive, Buildings 8, 9, 10, 11, Boiler Room, and Tinney additional \$27,725.22 and to increase the amount of the contract to \$1,052,075.22. Community Center from January 28, 2017 to April 7, 2017 in an amount not to exceed an
2. This Resolution shall take effect immediately.

AYES

NAYS

ABSTENTIONS

ABSENT

The Chairman declared said motion and said resolution adopted.

Signed by: \_\_\_\_\_  
Robert J. Henderson Jr.  
Executive Director

Date: \_\_\_\_\_

Mr. Henderson reviewed this resolution for the Commissioners.

Chairman Prestiano asked if commission members had any questions on *Resolution 2017-03* hearing none.

- **Motion to approve Resolution 2017-03 as presented by Chairman James Prestiano.**

**Motion** by Commissioner, Samuel Levey. **Second** by Commissioner, Dan King. **All in Favor**.  
Motion passes unanimously.

\*Full text and accompanying information regarding *Resolutions 2017-02 and 2017-03* will be placed on file with the recording of the minutes of the February 22, 2017 meeting of the City of Ansonia Housing Authority.

~~~~~

Adjournment:

- **Motion to adjourn at 6:58 PM.**

Motion by Vice Chairman, Wilson Lopez. **Second** by Commissioner, Dan King. **All in Favor**.
Motion passes unanimously.

*These minutes are subject to the approval of the Housing Authority of the City of Ansonia at their next scheduled meeting.